



KENTUCKY BOARD OF CHIROPRACTIC EXAMINERS

Steven L. Beshear
Governor

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August 16, 2010

Secretary Nikki R. Jackson
Personnel Cabinet
501 High Street
Frankfort, KY 40601

RE: Proposed Furlough Implementation for Board of Chiropractic Examiners

Dear Secretary Jackson:

Please find enclosed per the regulatory requirements set forth within 101 KAR 5:015E the Board of Chiropractic Examiners' proposed furlough implementation plan for fiscal year 2010-2011 for your review and approval. Enclosed within these documents are the following:

- The designation of the individual responsible for the oversight and administration of these furloughs with enclosed designation form
- The proposed manner of how furloughs will be applied to all employees, classified and unclassified
- Certifications that furloughs will be applied in compliance with the requirements established by 101 KAR 5:015E
- A copy of the sample notice that each employee will receive at least seven (7) days prior to any period of furlough

If you have any questions regarding this material, I am the lead contact for the KBCE's proposed furlough plan. I may be contacted at 270-651-2522.

Sincerely,

Karalee Oldenkamp, D.C.
Executive Director
Enclosures

I. DESIGNATION OF APPOINTING AUTHORITIES

Pursuant to the authority provided in 101 KAR 5:015E and 2010 Extra. Sess. Ky. Acts ch. 1, Part IV, 11, the KBCE has deemed it appropriate to designate an individual to be responsible for the oversight and implementation of the proposed furlough plan. This individual will be responsible for ensuring that notice will be provided to employees, may accept and review any requests for voluntary furlough or any waivers of formal notices, and have the authority to process payroll actions due to the furloughs. No other individuals other than this one designated in writing has the authority to take such actions related to furloughs. Additionally, this designated individual will ensure that furlough time is appropriately monitored and taken by KBCE employees.

Name of designated employee	Official Title	Specific Org Units
Karalee Oldenkamp	Executive Director	N/A

The written designation is enclosed with this proposed plan and will be maintained with the Personnel Cabinet. If necessary, additions or changes may be made to this designation, and these changes will only be made to the designation on file with the Personnel Cabinet rather than require an entire change to this proposed plan.

II. APPLICATION OF FURLOUGH DATES

Three (3) Mandated Shut-down Days

September 3, 2010; November 12, 2010; May 27, 2011

The Board of Chiropractic Examiners' Plan complies with the mandatory shut-down days. On these dates, all offices will be closed and all employees, including any contract workers, will not report to work. Written notice has already been provided to each employee of these mandated dates, as previously certified to the Personnel Cabinet.

Three (3) Non-Designated Months

First Pay Periods in October 2010, March 2011, and April 2011

Part I: On the three (3) non-designated months, the KBCE's Plan includes the furlough of all employees during the first pay periods of the required months.

Part 2: The KBCE's Plan addresses the manner in which the assignment of employee furlough hours/days will be made.

Since the KBCE has only two full time employees working in the office, one employee will take a furlough day the first week of the pay period and the second employee will take a furlough day the second week of the pay period. This will enable the office to remain open and functioning at all times. The employees may request a specific day during their week to have a furlough day if the request is received two weeks in advance. Otherwise, furlough days will be assigned. Overtime or comp time accrual during these mandatory weeks are not a concern.

Part 3: The KBCE will provide written notice to the employees of these non-designated furlough dates at least seven (7) calendar days in advance of the furlough. The manner by which the KBCE will notify its employees is to e-mail the notice. A copy of such notice is enclosed.

III. CONTRACT WORKERS

The KBCE does not have contract workers.

IV. REQUIRED CERTIFICATIONS

Please certify, by initial of Cabinet or Independent Agency head, that the statements are true:

We will not involuntarily furlough any employee more than twenty-four (24) work hours in a six (6) month calendar period, as provided in this subsection:

- Employees regularly assigned to a 40-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-four (24) work hours;
- Employees regularly assigned to a 37.5-hour work schedule shall be involuntarily furloughed no more than three (3) work days or twenty-two and one-half (22.5) work hours, which is the equivalent reduction of hours and corresponding pay; and
- All remaining employees on different work schedules shall be involuntarily furloughed in a manner to achieve an equivalent reduction of hours and corresponding pay, which shall be set forth in the furlough plan provided by the Cabinet Secretary or Independent Agency head and approved by the Secretary of Personnel.

KPO
(INITIALS)

We will not involuntarily furlough any employee more than 20 percent of an employee's scheduled work hours in any one work week.

KPO
(INITIALS)

Employees will not be permitted to utilize accrued leave balances in lieu of a temporary reduction of hours without pay.

KPO
(INITIALS)

During the period of furlough, no contractor will receive either additional duties typically performed by a furloughed employee or work additional hours due to the furlough of a state employee.

KPO
(INITIALS)



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Date of notice

Employee Name
Employee Address

RE: Notice of Furlough Date

Dear Employee Name:

Pursuant to 101 KAR 5:015E, this correspondence shall serve as official notice that you are to be furloughed on _____. Therefore, your hours will be temporarily reduced without pay on this date and you should not report to work.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact me.

Sincerely,

Karalee Oldenkamp, D.C.
Executive Director

CC: Personnel File